

**Court of Appeals, Division I
Seattle, Washington**

STAFF ATTORNEY

DUTIES AND RESPONSIBILITIES:

Staff Attorneys assist the court in resolving all types of motions and cases before the court and in handling court administrative matters as requested. Typical duties include reviewing briefs and trial court record, drafting prehearing memoranda, opinions, rulings, and orders. Knowledge and experience handling personal restraint petitions is highly desirable.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school **AND** a member in good standing in the Washington State Bar Association **AND** four years experience in public or private appellate practice, an appellate court, or judicially related system.

A complete description of the position, including salary information and application instructions can be found at www.courts.wa.gov/employ.

SALARY AND BENEFITS:

- \$66,684 to \$87,528 depending upon experience (Range 69)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit the following:

- cover letter
- résumé
- three professional references
- one writing sample of no more than 10 pages
- completed judicial branch application (found at www.courts.wa.gov/employ)

by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov

Fax: 360-586-4409

No applications will be accepted by the Court of Appeals.

CLOSING DATE: This position is open until filled. The Court of Appeals will review applications as they are received and make an appointment accordingly.

The Court of Appeals is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to colleen.clark@courts.wa.gov.